



James Ellis  
Head of Legal and Democratic  
Services

**MEETING** : HUMAN RESOURCES COMMITTEE  
**VENUE** : COUNCIL CHAMBER, WALLFIELDS, HERTFORD  
**DATE** : WEDNESDAY 22 NOVEMBER 2023  
**TIME** : 7.00 PM

**PLEASE NOTE TIME AND VENUE**

This meeting will be live streamed on the Council's Youtube page:  
<https://www.youtube.com/user/EastHertsDistrict>

**MEMBERS OF THE COMMITTEE**

Councillor Rachel Carter (Chairman)  
Councillors M Connolly, T Deffley, D Hollebon, V Smith, M Swainston  
and D Willcocks

**Substitutes**

Conservative Group:	Councillor R Buckmaster
Liberal Democrat	Councillor S Marlow
Labour Group:	Councillor D Jacobs
Green Group:	Councillors J Dunlop and G Hill

*(Note: Substitution arrangements must be notified by the absent Member to Democratic Services 24 hours before the meeting)*

**CONTACT OFFICER:**

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## **Disclosable Pecuniary Interests**

A Member, present at a meeting of the Authority, or any committee, sub-committee, joint committee or joint sub-committee of the Authority, with a Disclosable Pecuniary Interest (DPI) in any matter to be considered or being considered at a meeting:

- must not participate in any discussion of the matter at the meeting;
- must not participate in any vote taken on the matter at the meeting;
- must disclose the interest to the meeting, whether registered or not, subject to the provisions of section 32 of the Localism Act 2011;
- if the interest is not registered and is not the subject of a pending notification, must notify the Monitoring Officer of the interest within 28 days;
- must leave the room while any discussion or voting takes place.

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## **AGENDA**

1. Apologies

*To receive apologies for absence.*

2. Minutes - 13 September 2023 (Pages 6 - 15)

To receive the Minutes of the meeting held on 13 September 2023.

3. Declarations of Interest

To receive any Member's Declaration of Interest.

4. Chairman's Announcements

5. Human Resources Indicators for Quarter 2 (July - Sept 2023) (Pages 16 - 28)

6. Urgent Business

*To consider such other business as, in the opinion of the Chairman of the meeting, is of sufficient urgency to warrant consideration and is not likely to involve the disclosure of exempt information.*

# Agenda Item 2

HR

HR

MINUTES OF A MEETING OF THE  
HUMAN RESOURCES COMMITTEE HELD IN  
THE COUNCIL CHAMBER, WALLFIELDS,  
HERTFORD ON WEDNESDAY 13  
SEPTEMBER 2023, AT 7.00 PM

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PRESENT: Councillor Rachel Carter (Chairman)  
Councillors M Connolly, T Deffley,  
D Hollebon, V Smith and M Swainston

ALSO PRESENT:

Councillors J Dumont

OFFICERS IN ATTENDANCE:

Michele Aves	- Democratic Services Officer
Emily Cordwell	- Trainee Human Resources Officer
Peter Dickinson	- Health and Safety Officer
Steven Linnett	- Head of Strategic Finance and Property
Peter Mannings	- Democratic Services Officer

135 APOLOGIES

There was an apology of absence from Councillor Willcocks.

136 MINUTES - 15 FEBRUARY 2023 AND 21 JUNE 2023

It was moved by Councillor Swainston and seconded by Councillor Smith that the minutes of the meetings of the Human Resources Committee held on 15 February 2023 and the 21 June 2023 be confirmed as correct records and signed by the Chairman. After being put to the meeting and a vote taken, the motion was declared CARRIED.

**RESOLVED** – that the minutes of the meetings of the Human Resources Committee held on 15 February 2023 and the 21 June 2023 be confirmed as correct records and signed by the Chairman.

137 DECLARATIONS OF INTEREST

There were no declarations of interest.

138 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed all to the meeting, she said that the Committee will have noted from the papers that the reports were in a new format, for which comments would be welcomed.

The Chairman said that an update on Marshgate Bridge, the recruitment of a new Human Resources Manager and the inclusion of Mental Health Statistics in the Quarterly Report would be addressed by officers.

139 SAFETY COMMITTEE MINUTES - 9 MAY 2023

The Health and Safety Officer said that there was nothing to report from the Safety Committee, only that a new Chairman would be in place for their next meeting.

The Health and Safety Officer gave Members an update on Marshgate Bridge as arising from the last meeting of the Committee. He said that despite numerous contact attempts by the Council to the Bridge's owner, Dicker Mill Investments, there had been no engagement. The Health and Safety Officer said that this included offers to carry out a survey of the bridge and make any repairs. He said that an offer by the Council to purchase the bridge had also been declined.

The Head of Strategic Finance and Property said that a similar situation concerning another bridge in Hertford had been concluded when the Council closed the approach road (which it owned) to it. He added that however, if such a closure didn't affect Dicker Mill Investments the road would just effectively remain closed.

The Health and Safety Officer said that that this unfortunately would not be a potential remedy the situation with Marshgate Bridge as the Council did not own the approach road, just half of the carpark situated on the bridge's far side. He said that the council's Property Department would once again contact Dicker Mill Investments in the hope of receiving a response.

Councillor Connelly asked if Marshgate Bridge would remain on a register for monitoring due to structural concerns.

The Health and Safety Officer said that as the Council had no responsibility for Marshgate Bridge it could only inform Dicker Mill Investments.

The Chairman thanked the Health and Safety Officer for the Health and Safety Minutes and his update.

**RESOLVED** – that the Minutes of the Health and Safety Committee held on 9 May 2023 be received.

#### 140 HUMAN RESOURCES Q1 STATISTICS 23/24

The Human Resources Officer introduced the report, highlighting its new format and dashboard approach which continued to include all the main areas of interest. She said that she welcomed Members feedback on this new format.

The Human Resources Officer said that the council staff headcount was approximately 300, and so this was the figure which the percentages within the report were based upon.

The Human Resources Officer gave the Committee statistics for staff absences due to stress in Quarter 1;

- There were five long term staff absences which related to stress in the period. Of these five cases, three staff members had now returned to work,

one staff member had retired, and one staff member remained absent from work.

- There had been no staff members leave due to stress.
- There were three short term staff absences which related to stress for the period, it was not recorded if this was absence due to work related stress or 'other' stress.

The Chairman thanked the Human Resources Officer for her report and update and asked if the 300 headcount was full-time equivalent (FTE).

The Human Resources Officer said FTE was 275.07, with a staff headcount of 308.

Councillor Connolly said that she thought that the dashboard format was great and thanked the Human Resources Officer for her work. She asked if the sickness absence data contained within the report was based on full time days and requested that this be specified.

The Human Resources Officer confirmed that the sickness absence statistics within the report were based on full time days, and that this would be specified in future reports.

Councillor Connolly said that it was disappointing that there were no reported employee work related incidents and 'near misses' within the statistics. She said that such reporting should be encouraged as this

could stop incidents from escalating into accidents.

The Health and Safety Officer agreed with Councillor Connolly and said that the reporting of 'near misses' was a focus. He said that a staff member's reaction to a situation was individual, with many front-line staff not reporting abusive/ confrontational situations. He said that work would be done to reinforce that staff should report incidents.

Councillor Deffley said that he too thought that the new report format was great, and a step forward. He asked that an explanatory sentence be included under each of the bullet points. The Chairman agreed and said that it would be good to have the bullet points under categories.

The Human Resources Officer said that Learning and Development was not included in the report, and asked the Committee if they would like to see this in future reports.

The Chairman said that this should be included as the Committee wanted to be kept informed about the development of staff.

Councillor Swainston said that she really liked the dashboard format and asked if comparison data with other local authorities could be included going forward.

The Human Resources Officer said that such comparison data could be included.

Councillor Connolly referred to page 48 of the report and asked what was in place for staff as both the Occupational Health and Employee Assistance Programmes were out of contract.

The Human Resources Officer said that new contracts were being investigated, but that she could not give a timeframe at present for when this process would be concluded.

The Head of Strategic Finance and Property said that he was assisting Human Resources with the procurement of these new contracts and that the Employee Assistance Programme remained available to staff.

The Chairman referred to exemption reporting and asked that explanations be given in the report as well as figures. She said that it would also be beneficial to the Committee to have sight of an organisational chart.

The Human Resources Officer said that an organisational chart was part populated and would be available to the Committee when completed. She said that the chart's completion was dependent on the council obtaining a full licence from the software provider.

It was moved by Councillor Hollebon and seconded by Councillor Connolly that the recommendations, as detailed be approved. After being put to the meeting and a vote taken, the motion was declared CARRIED.

**RESOLVED** – that (A) the Human Resources

Management Statistics for Quarter 1 (April - June 2023) be considered.

B) that the move to a dashboard approach for Human Resources statistics, with exception reporting only be agreed.

C) that it be agreed that non-staff Health and Safety issues are reported through Safety Committee meeting with minutes being sent to the Human Resources Committee.

#### 141 ANNUAL EQUALITIES REPORT

The Human Resources Officer introduced the report which had been written by her colleague, and explained how it outlined the difference between the population of East Herts compared to the council's staff.

Councillor Connolly referred to page 78 of the report and asked if the reference to the 'Human Resources Committee – June 2022' was a typo.

The Human Resources Officer said that this was an error, which she would correct this to read 'Human Resources Committee - June 2023'.

The Chairman referred to page 59 of the report, which detailed collaboration with the Shaw Trust to attract more disabled job applicants. She said that she encouraged this action to be carried out and that it would be useful for the Committee be able to see the progress of the Human Resources Department within

the Council's Transformation Programme.

It was agreed that the Committee would be provided with detail of the Transformation Programme objectives for staff within the Human Resources Department in the next quarterly report.

The Executive Member for Corporate Services said that collaboration with the Shaw Trust was a matter which had previously been raised by the Committee, and as this was still outstanding, he would push this forward.

Councillor Connolly referred to page 55 of the report and asked if the council's disabled employee profile was of a normal level compared to other organisations.

The Human Resources Officer said that comparison data would be added to the next report.

Councillor Smith referred to page 68 of the report which detailed protected characteristics data, and asked why data pertaining to transgender job applicants was not monitored.

The Human Resources Officer said that she would seek clarification from the report author and email Committee Members with a response to this question.

The Chairman thanked the officers that were present for their work and both officers and Members for their attendance.

It was moved by Councillor Swainston and seconded

by Councillor Smith that the recommendations, as detailed be approved. After being put to the meeting and a vote taken, the motion was declared CARRIED.

**RESOLVED** – that (A) the Annual Equalities Report 2022/23 be noted.

B) The recommendations set out in the 2023/24 action plan are considered and approved.

142 URGENT BUSINESS

There were no urgent items.

The meeting closed at 7.30 pm

Chairman .....
Date .....

# Agenda Item 5

## East Herts Council Report

### Human Resources Committee

**Date of meeting: Wednesday 22 November 2023**

**Report by:** Elly Starling – Interim Head of Human Resources and Organisational Development

**Report title:** Human Resources Indicators for Quarter 2 (July - September 2023)

**Ward(s) affected:** All Wards

### Summary

Human Resources Indicators for Quarter 2 (July - September 2023)

### **RECOMMENDATIONS FOR HUMAN RESOURCES COMMITTEE:**

- A.** Consider the new expanded dashboard and additional information and advise if it meets Members' needs.
- B.** Review the Health and Safety Committee minutes and seek any clarification.

### **1.0 Proposal(s)**

- 1.1 Members to consider the Human Resources Management Statistics for Quarter 2 (July – September 2023), inclusive of the minutes from the Safety Committee of 19 September 2023.

### **2.0 Background**

- 2.1 At the last committee meeting we presented an alternative approach to reporting. The new dashboard with exception reporting would provide a sharper focus on the metrics that councillors are interested whilst releasing Human Resources

Officer time, enabling them to better support the organisation through business-as-usual activity and transformation.

2.2 The recommendations were welcomed by the Committee and there was a request for additional information. More information regarding staff development has been added and the activities have been expanded to give more information.

2.3 Peter Dickinson, Health and Safety Adviser, has provided additional information regarding workplace accidents / incident reporting as per questions raised at the last Committee.

### **Community Safety**

No

### **Data Protection**

No

### **Equalities**

No

### **Environmental Sustainability**

No

### **Financial**

No

### **Health and Safety**

No

### **Human Resources**

No

### **Human Rights**

No

**Legal**

No

**Specific Wards**

No

**3.0 Background papers, appendices, and other relevant material**

3.1 Human Resources Committee – Dashboard Q2 23/24

3.2 Safety Committee Minutes – 19 September 2023

**Contact Officer**

Elly Starling, Interim Head of Human Resources and Organisational Development.

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Human Resources Committee – Dashboard Q2 23/24

	Target 22/3	Actual 22/3	Target 23/4	Predicted for 23/4 **	Q1 (22/23)	Q1 (23/24)	Q2	Q2	Q3	Q3	Q4	Q4
All sickness (Absence per Full Time Equivalent (FTE) for the year so far)	6	7.5	6	6.3	1.25	1.76	2.73	3.14				
Sickness (exc. long term > 3 months) (Absence per FTE)	4	4.7	4	2.6	1.08	0.83	1.99	1.31				
Turnover rate (%)	14%*	11.8%	14%*	15.7%	3.5%	1.9% (6 leavers)	2.5% (8 leavers)	5.9% (18 leavers)				
*** Vacancies (Average No. / %)	17%*	11.9%	17%*	13.9%	31 (9.8%)	44 (14.3%)	40 (12.7%)					
New Starters (No.)	n/a	30	n/a	26	8	5	4	8				
No of delegates on learning events					206	165	98	98				
No. of online courses accessed*								1500				
6H&S Employee Work Related Accidents (Not reportable to the HSE under RIDDOR 2013) (No.)	0	5	0	0	0	0	1	1				
7H&S Employee Work Related Accidents (Reportable to the HSE under RIDDOR 2013) (No.)	0	0	0	0	0	0	0	0				
8H&S Employee Work Related Incidents and Near Misses (No.)	0	2	0	1	0	1	0	1				

## Notes

1. All figures in black are under target or within 5% tolerance over target. Anything over target we will monitor with no specific action needed at this point.
2. Figures followed by \* are local government targets. Due to the transformation programme and other impacts on recruitment and retention targets had not been set at start of the year so we are using the local government targets this year.
3. \*\* predictions for year-end are based on previous quarter figures
4. \*\*\* Predicted vacancy rate for the year is based on the average vacancy for April, May and June.
5. Figures in red are outside of tolerance and will be looked at, comments on next page.
6. Learning and Development delivered in quarter 2 includes Menopause training for managers and staff, and evacuation chair user training.
7. Online courses are accessed through are e-learning platform Skillgate. The courses include Data Protection, Fire Safety, Office Etiquette and email management, Equality& Diversity and safeguarding. There is no comparable data due to launching a new LMS this year.
8. In addition, we also fund professional qualifications. Currently we sponsor 3 employees in MA Town & Country Planning.
9. Accidents that are not reportable e.g., minor cuts, falls, contact injuries not requiring medical treatment or intervention.
10. Accidents that are reportable to the Health and Safety Executive (HSE) under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
11. Incidents and Near Misses - An unplanned event that did not result in injury, damage, or illness, but could have done so. An incident / near miss may often leave the employee shaken up, or shocked, but they were not actually injured.

### **Health and Safety Exception Reporting**

We actively encourage employees to report workplace incidents, however significant or small, but this is dictated by how individuals interpret and manage incidents. For example, front-line colleagues in the Customer Services Team are most likely to report face to face incidents, intrusions etc. but are less likely to report an aggressive or hostile telephone call....whereas employees working in services directly affecting customers respond differently to aggressive phone calls and have different coping strategies and tolerance levels.

While every effort is made to help colleagues and support them if they have been affected by an incident there are some who are reluctant to make a report.

Work related workplace accidents. Colleagues are encouraged to complete an accident report if they have sustained an injury at the workplace, however, colleagues often report that they feel silly filling in an accident report for minor injuries such as minor cuts or contact injuries sustained by walking into a desk etc.

## Achievements in Q2 23/24 (additional to Business-as-Usual activity)

- First Step, a development programme for aspiring leaders. phase 2 of programme – 2 half day workshops ran in August but projects being identified in Q3.
- We have developed a strategic partnership with LinkedIn that enables us to have our vacancies targeted at members who meet the requirements of the job. The partnership is proactive rather than passive with prospective staff receiving alerts. We are using this for Planning roles at the moment and have also developed a landing page on the EHC site to sell the positives of working for EHC Planning Services.
- Proposals for changes to HRC reporting were agreed with some additional elements.
- The Employee Awards scheme was reviewed, with positive feedback. We are therefore continuing with the scheme, with quarterly awards for the four categories and an additional annual awards ceremony in the summer. We are refreshing the nomination process and publicizing the scheme to increase staff engagement.
- Support the people workstream of the Transformation Programme
- A total review of Strategic Finance and Property Services led to changes in ways of working, the introduction of new processes and digital systems to provide more efficient and effective support to the council. Full 30 consultation was undertaken and new structure in place.
- Launch 'The Next Step' Leadership Programme for Service Managers. The majority of our service managers attended these 2-day workshops that was designed to support them moving from operational to strategic leadership. It was well received.
- Support the service review of Legal and Democratic Services proposals
- Support the development of the Customer Support Hub proposals

## Planned for Q3 23/24 (Oct to Dec 2024)

- **Start** a root and branch review of policies that support Blended Working (involving key stakeholders). Target completion date end of year then through the correct governance route in the new year. This was delayed due to staff capacity. We are also **exploring** how we could procure key policies with twice yearly updates, there is so much transformation work to support with only 1.86 HR Officers.
- Begin the review of the payroll system and processes including changes to our IT systems, we are hopeful to 'borrow' an expert from Stevenage to support.
- Support the consultation on changes to terms and conditions at Hertford Theatre
- Continue to support consultations in Democratic Services and in support of the development of a Customer Support Hub. This will continue through to implementation.
- Working on the LMS, updating course content for mandatory training and releasing new eLearning courses and functionality for the new year.
- Identify and contract new Occupational Health and Employee Assistance Programme providers through approved frameworks - both are out of contract - we are working to identify new providers; we have agreed a pay as you go arrangement with the providers until this is done. - This was delayed due to capacity issues.
- Continuing the development of Team Leader / and review of Middle Manager training programmes
- Recruit to HR/OD Service Manager post – successful, new postholder starts in January.
- Continued roll out of the new lone working equipment, this is almost complete.
- Continue to support sites with regard to H&S and inspections.
- Updated version of Visio with relevant training secured and delivered to enable appropriate structure charts to be developed.
- Head of HR and OD to take over the Be Agile workstream to get traction on people and culture initiatives. This will include determining projects for the First Step cohort.
- Two new videos added to the recruitment landing page to help promote EHC. One on Gilston and the other is the leader, Ben Crystal.

- We are looking at the regional benchmarking tool and getting a quote to join, this is the most effective and efficient way to access benchmark data. We will be arranging for a demonstration and getting costings.
- We have approached the Shaw Trust to discuss how we might work together with regard to encourage people with disabilities to apply for roles with us. Unfortunately, they have not come back to us. However, looking at their offer, we do not feel that it would fit with EHC, we have small numbers of vacancies and the majority of those are for qualified professionals. We do encourage people from all backgrounds including those who have a registered disability to apply to us but they need to meet the essential requirements of the role.

Elly Starling  
Head of HR and OD  
November 2023

**Minutes of Safety Committee**  
**Wednesday 19<sup>th</sup> September 2023.**  
**Meeting Room Lea / Microsoft Teams**

**Present:** Peter Dickinson (PD), Ben Wood, Dominique Kingsbury, Robert Allwood, Jackie Bruce (JB), Ian Sharratt (IS), Emily Tickridge (ET), Chloe Hipwood-Norton (C H-N), Geoff Hayden (GH)

**Apologies:** Steve Whinnett, Jennifer Frances (Unison), Jeanette Lowden Waste Team, Paul Thomas-Jones, Steven Linnett

**1.0 Minutes of the last meeting**

The Minutes of the meeting held on 9<sup>th</sup> May 2023 were agreed as an accurate record.

**Action: None**

**2.0 Matters Arising from the minutes.**

JB / IS Enquired about response to question in regard to risk and insurance support.

PD advised Committee that he would raise this with the Head of Strategic Finance and Property, Steven Linnett.

**3.0 Coronavirus / Office Housekeeping update**

Protocols have been reviewed and updated and published on Intranet. HR have revised procedures for the reporting of covid related absences.

**Action: None**

#### **4.0 Accidents, Incidents and Near Misses**

The Health and Safety Officer can report that one minor workplace accident had been recorded....no further action was required. There have been no Incidents/Near misses reported in relation to staff.

C H-N reported that there has been an increase in aggressive phone calls and events toward waste collection crews, this heightened pattern has been exacerbated by the pressures of the cost of living. Due to the nature of the threats C H-N informed the Committee that these have been escalated to the Police for ongoing attention. a vehicle near miss incident at Buntingford Depot and will be following this up with the Shared Waste Service Contractor.

##### **Action:**

- C H-N to continue to monitor.
- PD to speak to Communications about messaging on social media platforms about unacceptable behaviour and language.

#### **5.0 Regulatory and Legislative changes (Verbal report)**

There have been no regulatory or legislative changes.

##### **Action:**

- None

## **6.0 Health and Safety Inspections and Contract Compliance**

### **6.1 Shared Waste Service – Buntingford Depot**

C H-N – reported that drainage gulley’s in front of the tipping hall require immediate repair due to deterioration. Failure will result in a breach of the Environment Agency Permit. Head of Strategic Finance and Property had assured C H-N that funding for repair works would be approved at the Buntingford User Group Meeting.

**Action:** C H-N to provide quotes for repair costs for the Head of Strategic Finance & Property. Repair work will have to be undertaken out of hours to prevent service disruption.

### **6.2 Parks, Open Spaces and Play Areas**

IS reported that there was one incident at Hartham play area involving a child that had fallen when using the equipment. The IP (Injured Person) was later taken to Hospital, IS stated that the equipment is inspected and is in contact with the product manufacturer to ensure safety compliance. There were no other safety related issues across the districts parks, open spaces and play areas.

IS advised Committee that an incident involving a small dumper truck was being investigated by the Health and Safety Executive. The Committee are advised that any incidents on building sites or construction fall under the HSE’s purview.

**Action:** IS to advise Committee at next meeting of outcomes from these incidents.

### **6.3 Parking Services**

DK reported that there were no health and safety issues reported in respect to Parking service provision.

**Action:** none

## **6.4 Customer Services**

BW informed Committee that the Customer Services Team will be relocating to the former Shop Mobility premises in Navigation House, Jackson Square. Part of the unit is occupied by APCOA Parking, and the Customer Services Team will occupy the shop unit. BW thanked DK for assisting with the relocation to Jackson Square. BX advised Committee that Alex Cook and Geoff Hayden were overseeing the refurbishment of the office ready for occupation. When complete the office will be open to the public on Wednesdays and Thursdays between 10.00am and 14.00pm

## **7.0 Capital Project updates/contractor Health & Safety Compliance**

RA reported that Cadman had been in contact with the parents with a child who suffered minor injuries as a result of an incident with a manoeuvring vehicle. IP did not sustain serious injuries. Cadman overseeing incident management and investigation.

RA reported that work at Hartham is in final phase of completion.

**Action:** None

## **8.0 Property – Premise’s Maintenance and Repairs**

GH advised Committee that tendering for the cleaning contract was currently on hold.

**Action:** None

## **9.0 Facilities Management**

PD and GH have been supporting the Launchpad Team and advising on fire safety procedures and processes. Launchpad still to provide PD and GH with Fire Evacuation Plans and procedures.

**Action:** GH / PD to advise BW if Launchpad do not provide required information.

## **10.0 List of Issues**

### **10.1 Employee side (UNISON)**

JB advised that since Jenny Francis has retired Unison are looking to appoint a new Branch Health and Safety Officer. JB expressed her thanks to JF for her contribution.

**Action:** JB to update at next meeting.

### **10.2. Management side**

PD thanked Steve Whinnett for his contribution to Safety Committee and wished him well on his retirement.

**Action:** None

## **11.0 Health and Safety Training**

PD Working with Licensing and Enforcement Team on Community Safety Accreditation Scheme (CSAS) training.

**Action:**

-PD to provide update at next committee meeting

## 12.0 AOB

GH raised the matter of Fire Safety Arrangements for Northgate End Multi-Storey Car Park. He asked DK if there were written procedures in place to manage fire evacuation and access and egress and if APCOA would be able to provide an enforcement officer to take position to stop people entering the car park.

DK advised that he had approached APCOA who were unable to provide support and assistance.

DK also advised Committee that Arena Security can provide on site support and attend the site if needed and this was contracted until 2026.

Northgate End is the only MSCP to have a fire safety management system installed, Jackson Square is managed by the landlord.

**Action** PD to investigate what arrangements exist at other local authority car parks.

**Date of Next Meeting:** 07<sup>th</sup> November 2023 @ 14:00pm

**Location:** Mimram Room, First Floor  
Old Building - Wallfields

**Teams:** Join on your computer, mobile app or room device

[Click here to join the meeting](#)

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